

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110129-3

REPORTS INVENTORY						CONTROL NO. DDS/OF-194	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Account No. 4248, Miscellaneous Costs						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/>	STATISTICAL
							NARRATIVE
							MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		<input checked="" type="checkbox"/>	FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div align="center">Monthly</div>				6. DISTRIBUTION (No. of components not number of copies) <div align="center">48</div>	
7. FORMAT (memorandum, form computer print-out, etc) Machine Listing		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
		<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.			
			NO	Job: 214. Prog: A-10			
10. PREPARING COMPONENT (include lowest level contributing information to report) <div align="center">Accounts</div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
Pro rata share of review, analysis and distribution time.							\$ 104.84
B. COSTS OF COMPUTER PRODUCED REPORTS							
30 pgs x 4 cys = 120 pgs x 3¢ = \$3.60 x 12 times =							\$43.20
TOTAL COSTS PER YEAR						\$33.20 \$ 148.04	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
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